

## ESS Submit on Behalf of Employee

### Purpose

Use this procedure to submit a leave request on behalf of your employee when they are unable to complete the request themselves before payroll cut-off.

Leave may be submitted up to 30 days after it was taken (past), or up to 12 months in advance of taking it (future).



Supervisors will monitor employee leave balances and approve or deny requests, ensuring the request is coded correctly in accordance with Chapter 357-31 and corresponds with the employee's work schedule.



**Read the following scenarios to determine how to submit a leave request. These examples are based on a work schedule of M-F, 8am to 5pm.**

**Scenario one (consecutive full shifts):** John took three days of leave (24 hours). Since the timeframe covers his *entire work schedule* over the three days, submit one leave request on John's behalf.

**Scenario two (multiple partial shifts):** John left work at 4pm on Wednesday and returned to work at 9am on Thursday. The total amount of leave taken is two hours. Since the time crosses over two days, but *is not for the entire shift*, submit two leave requests on John's behalf.

**Scenario three (scheduled work hours):** John is taking two hours of sick leave and using two hours of compensatory time on the same date. Since John is using two different types of leave submit two leave requests on John's behalf. ESS will provide an error message if the combined time of the leave slips exceed John's scheduled work hours for that day.

### Helpful Hints



Employee Self Service is available to employees who are paid through the State of Washington's central payroll system. ESS does not apply to employees of higher education institutions.



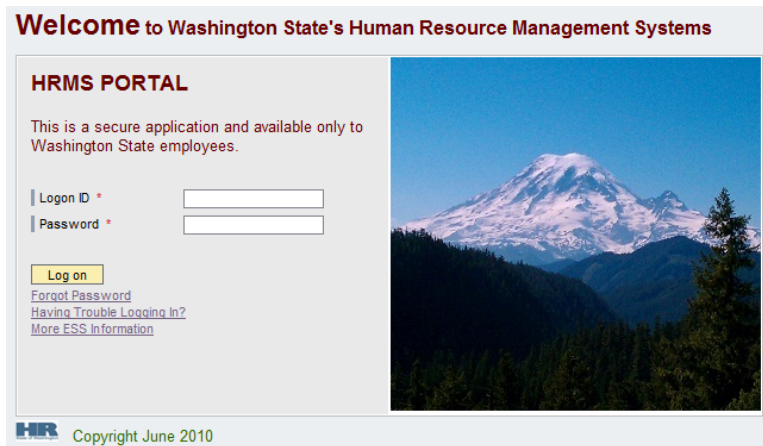
You can go directly to the portal from any supported internet browser by entering this web address: <https://wahrms.wa.gov>. Depending on your operating system, the supported browsers are: Microsoft Internet Explorer 6, 7 or 8 and Mozilla Firefox 3.6. Other browsers may work, but they are not supported.



When Department of Personnel is processing payroll you may receive a "System unavailable, please try again in 1 hour." error. If you receive this message during the noon hour, wait about 15 minutes and try your request again. If any other time, it could take up to an hour before you are able to submit your leave request.

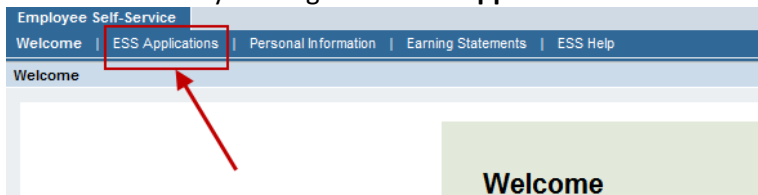
## Procedure

1. Start all ESS actions by logging into the Washington State HRMS Portal.

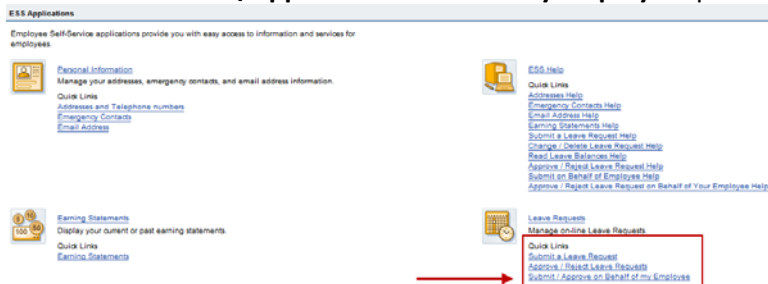


For help logging in see the “Logging In” procedure.

2. Start the action by clicking on the **ESS Applications** tab.



3. Click on the **Submit/Approve on Behalf of my Employee** quick link.



4. Click on the **Employee Name** that you will be creating a leave request for then click on the **Enter Leave Request for Employee** link.

Submit / Approve on Behalf of my Employee

**Employee Search**

Employee Selection: Direct Reports

Name	Personnel Number	Manager	Position	Job	Organizational Unit	Personnel Area	Personnel Subarea
MASON LILY K	00319438	ROBERT SPENCER P	IT SPEC 4	IT SPEC 4	LEARNING TECHNOLOGIES SERVICES	Dept of Personnel	Non Represented
MASON LILY K	00319438	ROBERT SPENCER P	IT SPEC 4	IT SPEC 4	LEARNING TECHNOLOGIES SERVICES	Dept of Personnel	Non Represented
MASON LILY K	00319438	ROBERT SPENCER P	IT SPEC 3	IT SPEC 3	LEARNING TECHNOLOGIES SERVICES	Dept of Personnel	Non Represented
MASON LILY K	00319438	ROBERT SPENCER P	IT SPEC 3	IT SPEC 3	LEARNING TECHNOLOGIES SERVICES	Dept of Personnel	Non Represented

Row 1 of 4

Data as of 5/13/2011, 2:41:21 PM [Refresh](#)

**Selected Employee**

MASON LILY K

**Related Activities**

**Self-Service for My Employee**

[Enter Leave Request for Employee](#)

[Leave Request Approval on Behalf of Your Employee](#)



**Hint:** Your employee list will default to your direct reports. If you manage a supervisor(s) that also have direct reports and you need to submit leave for their employees on their behalf, use the employee selection drop-down list to select Employees from Organizational Structure.



## 5. Display and Edit


Complete the following fields on the **Leave Request** page.



**Important Notice about employee's with a 24/7 work schedule.** They **MUST** submit **SEPARATE REQUESTS** for **EACH DAY** of leave taken. If a single request for multiple days is submitted, ESS will display the error "A separate leave request is required for each day."

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Type of Leave	R	Type of leave the employee is requesting.  Remember to follow your agency's leave procedure when submitting a request. Consult with your Human Resources office when using Shared Leave or Leave Without Pay.  <b>Example:</b> Vacation Leave
Date	R	Enter the date for which leave begins.  <b>Example:</b> 05/25/2011

To	R	<p>Enter the date for which leave ends.</p> <p> See the scenarios at the beginning of the procedure to determine when you should submit a single or multiple leave requests. The leave request may not exceed the employee's scheduled work hours.</p> <p><b>Example:</b> 05/25/2011</p>																						
Duration	R	<p>Enter the number of hours or partial hours of leave taken.</p> <table border="1"> <thead> <tr> <th>Minutes</th><th>Tenths</th></tr> </thead> <tbody> <tr><td>1-6</td><td>.1</td></tr> <tr><td>7-12</td><td>.2</td></tr> <tr><td>13-18</td><td>.3</td></tr> <tr><td>19-24</td><td>.4</td></tr> <tr><td>25-30</td><td>.5</td></tr> <tr><td>31-36</td><td>.6</td></tr> <tr><td>37-42</td><td>.7</td></tr> <tr><td>43-48</td><td>.8</td></tr> <tr><td>49-54</td><td>.9</td></tr> <tr><td>55-60</td><td>1.0</td></tr> </tbody> </table> <p></p> <ul style="list-style-type: none"> <li>• If submitting a leave request that exceeds scheduled workhours an error message will display.</li> <li>• If submitting a leave slip for one day, the hours entered here will be accepted as keyed as long as they do not exceed your scheduled work hours for that day.</li> <li>• Employee's with a 24/7 work schedule <b>MUST</b> submit <b>SEPARATE REQUESTS</b> for <b>EACH DAY</b> of leave taken. If a single request for multiple days is submitted, ESS will display the error "A separate leave request is required for each day."</li> </ul> <p><b>Example:</b> 8</p>	Minutes	Tenths	1-6	.1	7-12	.2	13-18	.3	19-24	.4	25-30	.5	31-36	.6	37-42	.7	43-48	.8	49-54	.9	55-60	1.0
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43-48	.8																							
49-54	.9																							
55-60	1.0																							
Start Time	R	<p>The start time of the leave taken.</p> <p><b>Example:</b> 8:00 AM</p>																						
End Time	R	<p>The end time of the leave taken.</p> <p><b>Example:</b> 5:00 PM</p>																						
Approver	R	<p>Your approver will automatically be populated in this field. You cannot change this field.</p> <p><b>Example:</b> ROBERT SPENCER P</p>																						

Note for Approver	O	<p>Additional text the approver may require.</p> <p> Supervisors should add a note that the leave was submitted on behalf of the employee.</p> <p><b>Example:</b> Submitting Vacation Leave on behalf of the employee.</p>
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Enter Leave Request for Employee

Enter Leave for My Employee

MASON LILY K

Leave Request

1 2 3  
Display and Edit Review and Send Completed

▼ Hide Calendar ► Show Time Accounts ► Show Overview of Leave

May 2011							June 2011							July 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
18	24	25	26	27	28	29	23	29	30	31	1	2	3	27	26	27	28	29	30	1
19	1	2	3	4	5	6	24	5	6	7	8	9	10	28	3	4	5	6	7	8
20	8	9	10	11	12	13	25	12	13	14	15	16	17	29	10	11	12	13	14	15
21	15	16	17	18	19	20	26	19	20	21	22	23	24	30	17	18	19	20	21	22
22	22	23	24	25	26	27	27	26	27	28	29	30	1	31	24	25	26	27	28	29
23	29	30	31	1	2	3	28	3	4	5	6	7	8	32	31	1	2	3	4	5

☐ Absent 
 ☐ Multiple Entries 
 ☐ Sent 
 ☐ Deletion Requested

To request or report leave, enter the required data and choose Review.

Type of Leave:

Date:  To


Duration:  Hours (Partial hours may only be entered in increments of tenths of an hour)

Start Time:

End Time:

Approver:

Note for Approver:



Click the **Review** button when completed.

## 6. Review and Send

Review the entries made to ensure they correctly reflect your intended request. If you need to make a correction, click the **Previous Step** button.

If everything is correct, click the **Send** button.



If you do not click the send button the request will not be saved.

Enter Leave Request for Employee

Enter Leave for My Employee

MASON LILY K

Leave Request

1 2 3

Display and Edit Review and Send Completed

You want to request the following leave:

Type of Leave: Vacation Leave  
 Date: on Wednesday, May 25, 2011  
 Duration: 8 Hours  
 Start Time: 8:00 am  
 End Time: 5:00 pm  
 Used: Vacation Leave: 8.00 Hours  
 Approver: ROBERT SPENCER P  
 Note for Approver: Submitting Vacation Leave on behalf of

To send the leave request to the next processor, choose Send. You can check the processing status of the request in the overview of leave.

Previous Step Send

7. **Completed**

You have submitted a Leave Request on behalf of the employee.



The employee will not receive an email notification stating a leave request has been submitted on their behalf. After the leave request has been approved or rejected it will be posted to the state's payroll system (HRMS). Department of Personnel processes leave requests every 15 minutes and uses the employee's work email account to send a notification.

Enter Leave Request for Employee

Enter Leave for My Employee

MASON LILY K

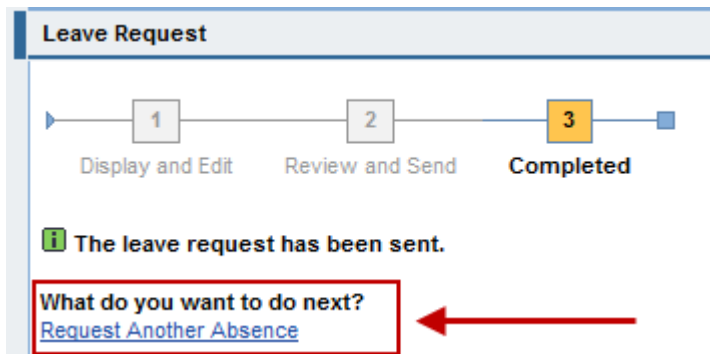
Leave Request

1 2 3

Display and Edit Review and Send Completed

**The leave request has been sent.**

8. You have completed the action. If you want to request another absence, click the **Request Another Absence** link or **Log-off** of ESS.



The next step will be to approve the request. For help see the “Approve/Reject Leave Request” procedure, or the “Approve/Reject Leave Request on Behalf of Your Employee” procedure.



**Logging out correctly is important.** When you are done working in ESS, exit the program by clicking on the “**Log off**” link in the upper right-hand corner of any screen. This permits the web browser to shutdown securely, protecting your personal information. **DO NOT** shutdown ESS by clicking on the “**Close X**” in the upper right-hand corner of the screen. This does not close your session down securely.

